Create a Distribution List

If you regularly send e-mail messages to a group of people, you can create a distribution list to simplify addressing messages and meeting requests. After a distribution list is created, you can send a message or meeting request to multiple recipients at the same time. Distribution lists can include anyone with a valid e-mail address.

1. On the main toolbar, click the arrow next to **New**, and then click **Distribution List**.

2. In the new distribution list window, in the **List Name** text box, type the name of your new distribution list.

3. To add a member of your organization to your distribution list, click **Find Names**. Use the **Find Names** dialog box to locate the person in your organization's global address list or your contacts, and then click **Add recipient to...Distribution List**. Repeat this step for each person you want to add.

   Note: You can also type the e-mail addresses or aliases for the people you want to add in the **Add to Distribution List** text box.

4. To add a personal contact or person outside of your organization to your distribution list, type the contact's name or the person's e-mail address in the **Add to Distribution List** text box, and then click **Add**. Repeat this step for each person you want to add.

Tip: To delete the distribution list from your address book in the new distribution list window, click **Delete** on the toolbar. To send a message to all the members of the distribution list, click **Send mail to list** .